



State of Louisiana

BOBBY JINDAL
GOVERNOR

GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND
EMERGENCY PREPAREDNESS

MARK A. COOPER
DIRECTOR

POSITION ANNOUNCEMENT

Closing date: Friday, October 17, 2008, COB

Title: Fiscal Analyst – Grants
Section: Support Services – Finance
Status: Full-Time, unclassified State Employee

Primary Responsibilities: This position is responsible for financial activity related to specific Homeland Security and other grant programs – including monitoring the grant budget, monthly and quarterly reporting, reconciliation, payments, etc. Interaction with the programmatic grant administrators occurs on a regular basis, as well as with applicants. In addition, information must be entered in both ISIS, the state's accounting system, and LOTUS Notes, GOHSEP's Grant tracking system.

Minimum Requirements: Bachelors degree in Accounting or Finance plus one year of grant experience. Knowledge of MS Office Suite. Experience with Grant Programs a plus. Knowledge of ISIS a plus. Knowledge of LOTUS Notes a plus.

Additional Comments: Effective oral/written communication skills, ability to work independently, and effective interpersonal skills are required. Some overtime is required, especially during peak work periods. Valid DL; may have occasional overnight travel; must be able to work 12 hour shifts and beyond for extended periods during emergencies.

Salary Range: 37,000 – 43,000

Submit an application packet containing the following FOUR (4) items:

1. Letter of application;
2. Application, SF 10 Form (link on our website);
3. Professional resume incl. references;
4. Transcripts, professional licenses:

GOHSEP

HR - Application Section

Re.: Fiscal Analyst - Grants

7667 Independence Blvd.

Baton Rouge, LA 70806

Fax: (225) 922-2666

ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED